

## 2022 AAA Calendar of Deadlines and Dates

All reports / items requested by KDADS **ARE DUE** no later than the close of business the second business day following the request, or **PAYMENT MAY BE DELAYED**.

January 2022							Saturday, January 15, 2022	SHICK Financial Status Report/Expenditure Report	July 2022						
S	M	T	W	T	F	S	Friday, February 25, 2022	2022 UPR Released for Distribution (Effective 4/1/2022)	S	M	T	W	T	F	S
						1	Tuesday, March 15, 2022	SMP Financial Status Report/Expenditure Report							
2	3	4	5	6	7	8	Sunday, March 20, 2022	MIPPA Semi-Annual Narrative Progress Report	3	4	5	6	7	8	9
9	10	11	12	13	14	15	Sunday, March 20, 2022	MIPPA Financial Status Report/Expenditure Report	10	11	12	13	14	15	16
16	17	18	19	20	21	22	Friday, March 25, 2022	SCA Administration Final Budget SFY 2022	17	18	19	20	21	22	23
23	24	25	26	27	28	29	Friday, April 1, 2022	New 2022 UPR Effective	24	25	26	27	28	29	30
30	31						Friday, April 15, 2022	SHICK Final Narrative Progress Report	31						
February 2022							Friday, April 15, 2022	SHICK Financial Status Report/Expenditure Report	August 2022						
S	M	T	W	T	F	S	Wednesday, April 20, 2022	OAA IIIIE Activity Report Data Entry (Group II)	S	M	T	W	T	F	S
							Wednesday, April 20, 2022	NSIP Commodity Elections FFY 2023							
		1	2	3	4	5	Thursday, April 28, 2022	ARPA Semi-Annual Narrative Report			1	2	3	4	5
6	7	8	9	10	11	12	Friday, April 29, 2022	<b>**First Budget FFY 2022 (per actual ACL awards)**</b>	7	8	9	10	11	12	13
13	14	15	16	17	18	19	TBD May	<b>**OAA Manual Report Tracking Training**</b>	14	15	16	17	18	19	20
20	21	22	23	24	25	26	Wednesday, May 4, 2022	Final Revised SCA SFY 2022 Budget	21	22	23	24	25	26	27
27	28						Tuesday, May 24, 2022	<b>**First SCA SFY 2023 Budget**</b>	28	29	30	31			
March 2022							Friday, May 27, 2022	<b>**2022 Combined Area Plan Revision (Per KDADS)**</b>	September 2022						
S	M	T	W	T	F	S	Monday, June 6, 2022	<b>**SCA SFY 2023 Agreements Signed and Returned**</b>	S	M	T	W	T	F	S
							Wednesday, June 15, 2022	SMP Semi-Annual Narrative Progress Report							
			1	2	3	4	Wednesday, June 15, 2022	SMP Financial Status Report/Expenditure Report						1	2
6	7	8	9	10	11	12	Monday, June 20, 2022	MIPPA Financial Status Report/Expenditure Report	4	5	6	7	8	9	10
13	14	15	16	17	18	19	TBD June	<b>**Grab and Go Meal (GMEL) Training**</b>	11	12	13	14	15	16	17
20	21	22	23	24	25	26	Friday, July 1, 2022	Effective SCA Sliding Fee Scale SFY 2023	18	19	20	21	22	23	24
27	28	29	30	31			Saturday, July 2, 2022	<b>**Final FFY 2021 HDC5 and VAC5 Budget Revision**</b>	25	26	27	28	29	30	
April 2022							Friday, July 15, 2022	SHICK Financial Status Report/Expenditure Report	October 2022						
S	M	T	W	T	F	S	Friday, July 15, 2022	FFY 2022 ARPA and Regular OAA Transfer of Title III C(1) and C(2) Funds	S	M	T	W	T	F	S
						1	Wednesday, August 24, 2022	Data Entry SCA SFY 2022 Supplementals							
3	4	5	6	7	8	9	Wednesday, August 31, 2022	<b>**Annual Area Plan Update FFY 2023 (per KDADS)**</b>							1
10	11	12	13	14	15	16	Wednesday, August 31, 2022	<b>**Planning Budget and NOGA FFY 2023 (per KDADS)**</b>	2	3	4	5	6	7	8
17	18	19	20	21	22	23	Friday, September 2, 2022	Final FFY 2021 HDC5 and VAC5 Cash Requests	9	10	11	12	13	14	15
24	25	26	27	28	29	30	Thursday, September 15, 2022	SHICK Semi-Annual Narrative Progress Report	16	17	18	19	20	21	22
May 2022							Thursday, September 15, 2022	SMP Financial Status Report/Expenditure Report	23	24	25	26	27	28	29
S	M	T	W	T	F	S	Tuesday, September 20, 2022	MIPPA Financial Status Report/Expenditure Report	30	31					
							Friday, September 23, 2022	<b>**Budgets and APs Approved, OAA NOGAs FFY 2023 Issued and Signed**</b>	November 2022						
1	2	3	4	5	6	7	Saturday, October 15, 2022	SHICK Financial Status Report/Expenditure Report	S	M	T	W	T	F	S
8	9	10	11	12	13	14	Thursday, October 20, 2022	OAA IIIIE Activity Report Data Entry (Group II)							
15	16	17	18	19	20	21	Thursday, October 20, 2022	MIPPA Final Narrative Progress Report			1	2	3	4	5
22	23	24	25	26	27	28	Thursday, October 28, 2022	ARPA Semi-Annual Narrative Report	6	7	8	9	10	11	12
29	30	31					Wednesday, November 2, 2022	Final Narrative Report OAA/HDC5/VAC5 FFY 2022	13	14	15	16	17	18	19
June 2022							Wednesday, November 2, 2022	OAA Capital Expenditures Reporting FFY 2022 (If Applicable)	20	21	22	23	24	25	26
S	M	T	W	T	F	S	Friday, November 11, 2022	OAA/HDC5/VAC5/ARPA Manual Report FFY 2022	27	28	29	30			
							Thursday, December 15, 2022	<b>All OAA Annual Financial Reports FFY2022 (per KDADS) through 9/30/2022</b>	December 2022						
			1	2	3	4	Thursday, December 15, 2022	OAA Final Consolidated Financial Reports FFY2022	S	M	T	W	T	F	S
5	6	7	8	9	10	11	Thursday, December 15, 2022	SMP Semi-Annual Narrative Progress Report							
12	13	14	15	16	17	18	Thursday, December 15, 2022	SMP Financial Status Report/Expenditure Report						1	2
19	20	21	22	23	24	25	Tuesday, December 20, 2022	MIPPA Financial Status Report/Expenditure Report	4	5	6	7	8	9	10
26	27	28	29	30					11	12	13	14	15	16	17

### Recurring (Monthly) Deadlines:

SCA/OAA Waiting List	3rd of the month
Form 333 SCA MOE (Match)	15th of the month
All OAA Financial Reports (KDADSOAASCA@ks.gov)	20th of the month
OAA IIIIE FCSP Data Entry (Group I)	20th of the month
OAA NSIP Data Entry	24th of the month
SCA Data Entry	24th of the month
STARS System Reporting Due	Last day of the month
UAI/CCM Training is scheduled with OAA/SCA Program Manager at KDADSOAASCA@ks.gov	

Color Key:		
Monthly	OAA/SCA	SMP
SCA	SHICK	Holiday
OAA	MIPPA	

FFY 2021 OAA Extended to 9.30.2022

CAA-HDC5 Ends 9.30.2022

If the date falls on a weekend or holiday, the due date is the workday **BEFORE** the deadline.

**\*\*Deadlines subject to change based on KDADS award and Information Memos\*\***

VAC5 Ends 9.30.2022

ARPA Ends 9.30.2024

**State Fiscal Year (SFY)** July 1 - June 30  
**OAA Federal Fiscal Year (FFY)** October 1 - September 30  
**MIPPA Federal Fiscal Year (FFY)** September 30 - September 29  
**SHICK Federal Fiscal Year (FFY)** April 1 - March 31  
**SMP Federal Fiscal Year (FFY)** June 1 - May 31

### Acronym Key

Area Agency on Aging	AAA
Functional Assessment Instrument	FAI
Family Caregiver Support Program	FCSP
Federal Fiscal Year: 10/01 - 09/30	FFY
Information Memorandum	IM
Kansas Department for Aging and Disability Services	KDADS
Maintenance of Effort	MOE
Medicare Improvement for Patients and Providers Act	MIPPA
Nutrition Services Incentive Program	NSIP
Older Americans Act	OAA
Senior Care Act	SCA
State Health Insurance Counselors for Kansas	SHICK
Senior Medicare Patrol	SMP
State Fiscal Year: 07/01 - 06/30	SFY
Uniform Assessment Instrument	UAI
Uniform Program Registration	UPR

### Helpful Tips

1. All mandatory budget revisions for SCA are contingent on the dates that KDADS receives the award notification from the Kansas Legislature. All mandatory budget revisions for OAA are contingent on the dates that KDADS receives the award notification from the Federal Government. The due dates for these revisions will be provided by KDADS.
2. KDADS will process Carryover or Rollover between the months of March and April. New allocations will be provided to the AAAs, but the date is contingent on when all AAAs have provided their completed budgets and signed NOGAs.
3. June 1st is the final day to submit an SCA revision unless otherwise requested by KDADS.
4. July 2nd is the final day to submit an OAA revision. Budget revisions cannot be accepted in the final **90 days** of the current FFY.
5. For SCA SFY 2023 all AAAs must have their new budget approved and provide signed copies of the Non-boycott of Israel statement, the Sexual Harassment statement, and the SCA agreement must be fully executed (signed and returned by the AAA Director and sign by the KDADS secretary).
6. Cinthia Harris is the OAA/SCA program manager. All inquiries or issues should be sent to the [KDADSOAASCA@ks.gov](mailto:KDADSOAASCA@ks.gov) email address, which can also be accessed by the Aging Services Director and OAA Nutritionist.
7. John Collar is the SCA grant monitor for all PSAs. John and [grantsaccounting@ks.gov](mailto:grantsaccounting@ks.gov) should be CC'd on any emails that relate to budgeting or billing for SCA.
8. John Collar is the NSIP Grant Monitor for all PSAs. John and [grantsaccounting@ks.gov](mailto:grantsaccounting@ks.gov) should be cc'd on any emails that relate to budgeting or billing for NSIP.
9. OAA Grants are monitored by KDADS Fiscal staff. All OAA Financial Reports are to be sent to [KDADSOAASCA@ks.gov](mailto:KDADSOAASCA@ks.gov) and copy AAA assigned grant monitor.
10. Certified Public Accountant (CPA) audit information should be sent to the KDADS Fiscal Audit Manager at [KDADS.CPAAUDITS@ks.gov](mailto:KDADS.CPAAUDITS@ks.gov) and [KDADSOAASCA@ks.gov](mailto:KDADSOAASCA@ks.gov).